

# **Recreational Trails Program**

## **FY 2013 Grant Application**

**Montana State Parks  
Recreational Trails Program  
Montana Fish, Wildlife & Parks  
1420 East Sixth Avenue  
P.O. Box 200701  
Helena, MT 59620**

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**Name of Sponsor**

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**Name of Project**

### **Application Information and Deadlines**

**Key Dates:** The following dates should be used as guidelines in the preparation of an RTP grant application.

**Application Deadline:** This date is an absolute deadline and is non-negotiable.

**August 1, 2012** Completed applications must be submitted through [fundingmt.org](http://fundingmt.org). No supplementary materials will be accepted after the August 1 deadline.

**Note:** Any applicant with an RTP grant contract signed prior to 2010, which has not yet been completed, is not eligible to apply for a FY 2013 grant.

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## **Parks Recreation Bureau**

The Parks Recreation Bureau administers four different outdoor recreation grant programs, including the Land & Water Conservation Fund, Off Highway Vehicle Program, Recreation Trails Program, and Snowmobile Program. The Bureau also serves as consultant to other state and federal agencies regarding outdoor recreation issues. The Bureau produces a number of important statewide reports, including the Statewide Comprehensive Outdoor Recreation Plan, and the Montana State Trails Plan.

**Technical assistance:** Grant sponsors needing assistance with any aspect of a grant application should not hesitate to contact us for help. We are here to answer your questions and to give you advice on how to make your grant application more competitive.

### **Beth Shumate**

Trails Program Manager

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### **Mailing Address:**

Montana State Parks

Recreational Trails Program

Montana Fish, Wildlife & Parks

1420 6<sup>th</sup> Avenue

P.O. Box 200701

Helena, MT 59620

**Applications will only be accepted through the new online grant management system, called Webgrants at: [fundingmt.org](http://fundingmt.org) for the 2013 grant cycle. If you have problems uploading documents or scanning forms into the application system, you can send your documents in via snail-mail at the above address. The RTP funding opportunity will not be posted and “live” in the WebGrants online system until June 15.**

**Application Section #1**  
**FY 2013 Recreational Trails Program**  
**Summary Page**

Fill in each field and text box completely. Your answers and explanations should be brief.

1. Project Sponsor \_\_\_\_\_  
Name of Agency, Organization, Club
2. Project Name \_\_\_\_\_  
Trail Name, Trail Number, or Project Title
3. Project Type \_\_\_\_\_  
Diversified, Non Motorized, Motorized
4. Land Ownership \_\_\_\_\_  
Private, Municipal, County, State, US Forest Service, BLM, etc.
5. Concise Project Description \_\_\_\_\_  
Examples: Trail renovation or construction, weed control, etc.
6. Grant Amount Requested \_\_\_\_\_  
See Guidelines, Application Limitations, for standard (\$20,001 -- \$45,000), smaller (\$1,000 -- \$20,000) project grants and at least one (\$90,000 grant).
7. Sponsor Contribution \_\_\_\_\_  
Sum of sponsor funds and in-kind contributions: Refer to Project Budget Form.
8. Total Project Cost \_\_\_\_\_

## Checklist

This checklist is to aid you in completing your RTP application. FWP will compare this checklist to your application to be sure you have included all of the necessary documentation. Please check the appropriate items below as you complete preparation of your application and submit this checklist with your application.

- \_\_\_\_\_ Completed and signed application form
- \_\_\_\_\_ Completed Project Budget Form
- \_\_\_\_\_ Sponsor contact person's name, telephone number and address are included and current
- \_\_\_\_\_ If project is on land not owned by the sponsor (private or public), include letters of support from the landowner and copies of 25-year leases or easements or letters authorizing access for the project (this includes all State Highway Right-of-Ways). RTP grant recipients are required to follow the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970. Implementation regulations are found in 49 CFR Part 24 <http://www.fhwa.dot.gov/legisregs/directives/fapg/cfr4924a.htm>.
- \_\_\_\_\_ Letters of support from trail user groups/individuals
- \_\_\_\_\_ MEPA NEPA Checklist (refer to MEPA/NEPA Crosswalk for compliance requirements):
  - \_\_\_\_\_ Checklist must be dated within 2 years of application deadline
  - \_\_\_\_\_ Alternatives considered and analyzed (3 minimum, more preferred)
  - \_\_\_\_\_ Discussion of why a particular alternative was selected
- \_\_\_\_\_ If sponsor is a private organization, submit a copy of minutes of meeting approving application
- \_\_\_\_\_ Map showing project area (a USGS 1:24,000 scale map at a minimum)

## **Application Section #2**

### **Part A. General Information**

#### 1. Classification of Project Applicant (Check one)

Government	Organization
<input type="checkbox"/> Federal	<input type="checkbox"/> Partnership
<input type="checkbox"/> State	<input type="checkbox"/> Incorporated Organization
<input type="checkbox"/> Municipality	<input type="checkbox"/> Other (Explain)
<input type="checkbox"/> County	
<input type="checkbox"/> Reservation	

2. \_\_\_\_\_  
Name of Applicant (Agency, organization)

3. \_\_\_\_\_  
Address

4. \_\_\_\_\_  
Applicant Contact Person

\_\_\_\_\_

Home Telephone	Work Telephone	FAX	E-mail
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#### 5. Classification of Land (Check one)

☐ Public Land ☐ Private Land ☐ Combination Public & Private

#### 6. Project Location.

\_\_\_\_\_

County	Township, Range, Section, $\frac{1}{4}$ Section
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\_\_\_\_\_

City, Town	National Forest	BLM Unit	Reservation
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### **Application Section #3:**

7. Type of Project (Check all that apply).

- ☐ Maintenance/Grooming of trails
- ☐ Restoration of areas damaged by use
- ☐ Development of trail side and trail head facilities
- ☐ Acquisition (must be from willing seller)
- ☐ New trail construction
- ☐ Safety Education/Interpretation

8. Project Description. Describe the scope of work and what you intend to accomplish with this project. Limit your response to no more than 1,000 words. Additional information should include provisions for disabled access, user abilities served and range of abilities served, provisions for cultural and natural resource interpretation, provisions for safety information and education and unique attributes or features of this project that could serve as examples to other projects. Include maps (area and project specific maps, with a USGS 1:24,000 quad map (or more, if necessary to show entire project area). Identify on project specific map locations of structures, access points, trailheads and trailside facilities.

**Text Box will allow up to 3000 characters**

9. Intended Use (Check one).

- ☐ 1) Non-motorized single use (such as hike or horseback only)
- ☐ 2) Non-motorized diversified use (more than one non-motorized use)
- ☐ 3) Diversified Use for both motorized and non-motorized
- ☐ 4) Motorized single use (such as snowmobile or ATV only)
- ☐ 5) Motorized diversified use (more than one motorized use)

10. Trail use types that will benefit from this project

- |   |   |
|---|---|
| <input type="checkbox"/> Bicycle              | <input type="checkbox"/> Hiking/Jogging               |
| <input type="checkbox"/> Trail Motorcycle     | <input type="checkbox"/> Snowmobile                   |
| <input type="checkbox"/> Equestrian           | <input type="checkbox"/> Cross Country Skiing         |
| <input type="checkbox"/> All-Terrain Vehicle  | <input type="checkbox"/> Four Wheel Vehicles (trucks) |
| <input type="checkbox"/> Water Trail Activity | <input type="checkbox"/> Other (Canoe, Boat Trails)   |

### **Application Section #4:**

Provide letters of support from user groups or organizations that support and plan to use the trail.

11. Does this project provide connections within the community (such as links to schools, businesses, recreation or senior centers, etc.), or connect rural areas to backcountry recreational opportunities? Consider the degree to which the project provides linkages between existing trails, trail systems, greenways, scenic byways or other natural, cultural, historical and recreation areas.

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please briefly describe connectivity.

12. Project Time Schedule. Provide a timeline displaying project initiation and completion; project plans and timelines can depict phase project and future plans beyond 2012 grant cycle. *Please note: projects should be completed in a two-year time frame.* Delineate the current project status and detail major activities that must still be accomplished. At a minimum, please reference land acquisition requirements, status of detail design and relevant permits and approvals that have been obtained for this project.

13. Describe partnerships that have been or will be created to implement this project.

14. Will this project construct, maintain, rehabilitate facilities or provide benefits to person's with disabilities, senior citizens, or other challenged groups? If so, explain.

15. Who will operate and maintain this project when completed? Include details regarding planned maintenance schedules or intended plans.

16. Does this project include or is it a part of a trail that provides cultural or natural resource interpretation, ethics, safety education or other information of benefit to trail users? If so, describe.

17. Will this project widen an existing trail? If so, describe the extent and locations of widening and the rationale for it. (This information should be provided by the land managing agency)

18. What impact will this project have on the current types of trail users? Are certain types of users likely to be adversely impacted or displaced by this project? (This should be completed by land managing agency).

19. Resource Protection and Enhancement. Please describe whether or not your project would protect and enhance natural resources, or consider avoidance of problem areas, or mitigation of unavoidable damage to the resources. Such activities might include rail-trail conversions, utility right-of-ways for trails, soil erosion control, and re-routes to avoid wet areas, highly erosive soils, or critical wildlife habitat.

20. Is any part of this trail currently under litigation in a court of law?

Yes or No

**Application Section #5:**

Funding Strategy Narrative: Explain all public and volunteer assistance. Provide information about the level of public and volunteer assistance or non-traditional labor involved in project including public funding, private funds, fund donations, in-kind service, donated materials and labor. Volunteer labor used as part of the applicant's 20% (sponsor's funds, in-kind contributions and volunteer hours) may be billed at \$15/hour.

**Part B. Project Cost Information**

Category	Grant Request	Grooming Hours*	Sponsor Funds	Value of In-Kind Contributions	Total Project Costs
Design and Engineering					
Labor					
Equipment Rental					
Construction Contracts					
Materials					
Purchase/Lease of Maintenance Equipment					
Grooming Operations*					
Operation of Maintenance Equipment					
Miscellaneous Purchases and Services					
Land Acquisition					
<b>Total Project Costs</b>					

**Important!** Identify amounts and sources of sponsor funds and in-kind contribution, including the value of volunteer labor.

**Be specific!** For labor, list the number of employees, salaries, # of hours and the weeks/months of year this grant will finance. For materials, list the quantities of materials and cost thereof. For rent or purchase/lease of equipment, list the items of equipment and cost per item.

\*Snowmobile/Cross Country Trail Grooming Operations Hourly Rates



Utility Sled Used for Trail Grooming: \$20.00 per hour (does not include grooming labor)  
All Other Large Groomers: \$60.00 per hour (does not include grooming labor)

## **Part C. Environmental Overview**

The Montana Environmental Policy Act (MEPA) and National Environmental Policy Act (NEPA) must be satisfied by the sponsor and land management agency involved in the project whether that project is on federal, state, county, city or private land. The official Montana Fish, Wildlife & Parks MEPA NEPA Checklist is the required format for satisfying MEPA and NEPA for the Recreational Trails Program. The following types of projects are exempted from completion of the FWP MEPA NEPA Checklist: ethics or safety education brochures, and portable exhibits and displays.

**Note:** Dated MEPA NEPA Checklists and biological review forms are good for three years from the date of the application deadline (August 1). If the proposed project is exactly the same as last year's (no variations), the MEPA NEPA Checklist from last year may be used with this application.

## **Part F. Public Comment**

Public involvement required by the Montana Environmental Policy Act will be satisfied by Montana State Parks. MSP will initiate a programmatic public involvement process after all grant applications are reviewed and tentatively approved.

## **Signatures**

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Typed Name and Title of Authorized Official

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Signature of Authorized Official

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Date